

JFT Virtual Study Space Terms and Conditions

Participation Requirements

- ✧ To join the space, you must be at least 18 years of age, and either:
 - A Japanese language learner located in Canada **JFT students and staff do not need to sign up.*
 - A student or staff member at one of the Japan Foundation overseas offices (full list of offices [here](#))
 - A Japanese language teacher located in Canada ***Conducting classes at the space is not allowed.*
 - A registered [volunteer](#) with the Japan Foundation, Toronto (for native and near-native speakers of Japanese in Canada who are not teachers of Japanese)
- ✧ A mic and camera are both required when interacting with other space users, e.g. in chat events.

Before Using the Space

- The platform used for the study space is [Gather Town](#) (1.0). It works best on computers and currently has limited functionality on mobile phones. Please check their [user guide here](#) for more information.
- Only those who register through the form on our website, JFT students, and staff can join the space. Please do not share the link and/or password for this space with anyone. If someone is found to be an unauthorized user, they will be asked to leave.
- A maximum of 20 users can use the space at the same time. When the maximum number is reached, you may not be able to enter.
- [Everyone but JFT students] Attending the orientation is necessary to receive the space link.
- [Everyone but JFT students] After attending the orientation, you will be sent a link and password to access the space--no email login is required.

In the Space

- Upon entering the space, please make sure to set your name to [Name@YourOrganization/School] e.g. Salma@UofT. If you are not a student at a particular Japanese language program, please write "independent" e.g. Goya@Independent.
- Please submit the "access counter" form found at the entrance each time you access the space.
- Staff will have the word "Staff" before their names. When staff are there, please say hi! They may also ask for your name--please answer them.
- If a user wants to study alone and focus, they can activate the [Do Not Disturb Mode](#)
- Please note that the Japan Foundation, Toronto will not be liable for problems that may arise between the users of this space. If, at any point, you experience any issues or do not feel safe, you can leave the space by clicking on the door/exit icon at the bottom right, or by closing the browser tab/window. You are also encouraged to report any issues to us at koza_iftoronto@jpf.go.jp.

While in the space, please refrain from the following or you may be asked to leave the space:

- Asking other users questions that make them uncomfortable. If you are asked a question you do not want to answer, you are encouraged to say "Sono shitsumon wa chotto...sumimasen" (そのしつもんはちょっと・・・すみません。). If someone says the above phrase to you, refrain from following up.
- Making comments based on prejudice or stereotypes about other users' country of origin, specific nationality, culture, race, religion, gender, or sexual orientation
- Commercial activities, promoting or soliciting participation in political, religious, or other groups
- Unauthorized disclosure of the personal information of users of this space, or using the information for private purposes, or supporting this act
- Unauthorized recording or screenshotting of the space users
- Smoking, drinking, or sharing inappropriate content
- Exchanging contact information with volunteers/staff